



POSITION PROFILE

POSITION:	Registered Nurse Division 1 – Theatre Services
ACCOUNTABLE TO:	Theatre Services Manager
DEPARTMENT:	Nursing.
AWARD CLASSIFICATION:	Nurses and Midwives Victorian Public Health Sector EBA Nurses (Victorian Health Services) Award 2000 Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2016 - 2020
CLASSIFICATION	YP3 - YP11
LOCATION:	The Kilmore and District Hospital

ORGANISATIONAL BACKGROUND

The Kilmore & District Hospital is located in the Hume Region of Victoria in the Mitchell Shire and serves a population over 35,000 that extends to Seymour and Pyalong in the north, Wallan and Craigieburn in the south and Lancefield and Romsey to the west.

With an operating expenditure in excess of \$18 million, TKDH provides comprehensive acute and aged care services to our rapidly increasing catchment population. Today over 8000 people attend the Urgent Care Centre, 2600 in-patients are treated, 300 babies are born, 100 residents accommodated and 270 staff employed.

The Agency operates from one site encompassing four facilities. The main hospital houses the multi-day beds providing acute and subacute inpatient services, a peri operative suite, and the Urgent Care Centre. There are two residential aged care facilities that provide both residential and respite care and a recently developed outpatient and specialist consult facility.

The Kilmore and District Hospital (TKDH) provides community based care 7 days a week via the District Nursing Service.

Our Mission

The Kilmore and District Hospital will provide the community with high quality progressive health care and accommodation.

Our Values

We place high value on:

- Recognition of the dignity, integrity and rights of the individual
- Excellence in all aspects of our work
- Staff commitment and support
- Accountability to all stakeholders
- Visibility in the community
- Co-operation with other health care providers

Our Vision

The community sees The Kilmore and District Hospital as the preferred provider and facilitator for its whole-of-life health related services

Division Overview

The Clinical Nursing Division of TKDH employs over 150 Registered Nurses with a number of nurse specialists employed in areas such as infection control, education, quality and risk management.

TKDH has an active clinical education unit that supports undergraduate placements, new graduate placements, post graduate scholarship programs and ongoing professional development. The education unit actively seeks opportunities to support nurses in developing and maintaining their clinical and emergency response skills in order to support their practice in the regional setting.

Medical support is provided by both specialists, GP's and GP specialist (OB and Anaesthetist).

As a member of the Hume Health region TKDH have significant access to professional support and ongoing professional development as a regional service provider.

TKDH maintains ACHS Accreditation standards according to the National Safety and Quality Health Service Standards.

Business Unit Overview

Kilmore operating theatre performs in excess of 1400 cases per year. Specialities include Obstetrics/Gynaecology, general surgery, orthopaedics, urology, ENT, endoscopy and paediatrics with a significant number of the surgeons consulting on site in the outpatient area. Currently operating Monday to Friday, there is also a 24hr on call service for maternity emergencies 7 days a week. All patients are admitted through the theatre complex and about 75% are discharged home from adjoining day surgery unit.

TKDH provides a preadmission service that is managed by senior theatre nurses in consultation with the anaesthetists.

TKDH theatre services encompass the management of the CSSD department.

POSITION STATEMENT

The Registered Nurse position is a key role within the hospital, supporting the NUM/ANUM in the operations of the department. The role is responsible for ensuring the achievement of excellence in care delivery in line with policies & procedures, best practice and legislative requirements. The Registered Nurse is also responsible for providing leadership and support to all staff, to ensure positive patient outcomes are achieved in line with departmental and Hospital strategic objectives.

The Registered Nurse is accountable for the promotion of a positive organisational culture that supports the peri-operative Service Manager to communicate and implement organisational change.

The Registered Nurse is responsible for maintaining and driving a portfolio as delegated by the peri-operative service manager and accountable for supporting a NSQHS standard.

ORGANISATIONAL OUTCOMES

- Theatre services provided according to the theatre Standards including ACORN and AS4187 standards, based on best practice principles and the development of staff to effectively to deliver the highest quality of life for residents.
- Theatre services that reflect best practice principles.
- Ongoing quality improvement and planned professional development across the clinical cohort
- Collaborative, supportive and harmonious team environment

ACCOUNTABILITY

With Whom	FOR WHAT
Theatre Services Manager.	Proactive and innovative assessment and management of clinical care improvements Effective clinical development and leadership that results in the ongoing development of the workforce Communication and management that is aligned with the department's objectives that promotes a positive work environment
Patient/clients and support group	Promotion and provision of a person centred and coordinated service based on the principles of best practice
Self/colleagues and peers	Professional Standards of Practice, knowledgeable resource and professional development, leadership development, support of positive team dynamic

COMMUNICATION INTERFACE

Working With	Liaising With
Theatre Services Manager	Director of Clinical and Aged Care Services (DCACS), Hospital Nurse Unit Manager group, After Hours Coordinators, Nurse educator, Nurse Specialists (Infection Control, Quality), hospital administrative and support staff as required, relevant professional bodies.
Consumers	Patients, clients, care recipients and their families
Other health service providers	Emergency response personnel, medical officers, community based service providers and external service providers

PRE-REQUISITES FOR THE POSITION / QUALIFICATIONS

Essential

- Registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and hold a current practicing certificate.
- Probity and clearance required prior to commencement including current Victorian Driver's Licence, Police and Working with Children Checks.
- Proven skill in clinical decision making, problem identification, analysis and interpretation of clinical data
- Compliance with the AHPRA Continuing Professional Development registration standard.
- Excellent communication skills and a proven ability to present effective professional development programs across a multidisciplinary team.
- Knowledge of contemporary theatre models of care, behaviour management, role modelling and how to promote a positive work environment.
- Comprehensive knowledge of Operating Theatre Standards
- Ability to work within a flexible roster system with request rostering
- Proven capacity to manage clinical demands alongside non clinical responsibilities.
- Commitment to delivering excellence in client centred care to all clients
- Ongoing commitment to maintaining personal and professional development
- Computer literacy

Desirable

- Post-graduate qualification in relevant specialist field.
- Demonstrated time management skills

KEY SELECTION CRITERIA:

KSC1	Able to build rapport and communicate effectively with multi-disciplinary teams across all areas of the hospital
KSC2	Demonstrated ability to prioritise and problem solve within the bounds of safe practice guidelines, scope of practice, legislative guidelines and infection control standards to ensure the delivery of safe services for patients, residents, staff and visitors.
KSC3	Proven commitment to ensuring clinical practice supports best practice and quality outcomes.
KSC4	Proven ability to undertake key nurse roles including auditing, portfolio management, staff support, policy development, equipment management.
KSC5	Demonstration of a positive attitude and commitment to the organisation with an understanding of, and ability to integrate, positive organisational behaviours and values.
KSC6	Team building experience including active participation in the support and mentoring of staff and students of all levels.
KSC7	Ability to perform effectively in emergency situations and to maintain professional preparedness and skills sets for emergency response.
KSC8	Risk identification, management and reporting skills.
KSC9	Commitment to ongoing personal and professional development.

KEY RESULT AREAS

The key outcomes for this role will be identified in the incumbent's performance plan and will align with TKDH Strategic Plan.

KRA1: Leadership and Professional Practice

Demonstrates practice within the vision, mission and values of TKDH:

- Act in accordance with the Code of Conduct, professional code of ethics and legislation affecting nursing and midwifery practice.
- Accept accountability for own actions, seek guidance when limited by own expertise.
- Comply with TKDH policy and procedures and promote a practice to policy culture.
- Actively foster a positive culture that is team-based and focussed on a 'whole of organisation' approach.
- Demonstrate the values of TKDH whilst working to fulfil its mission and strategic goals
- Participate in quality initiatives and the management of portfolios as directed by management
- Provide leadership, and act as clinical resource within the clinical speciality
- Facilitate effective communications processes to ensure all staff are informed of service requirements, practice changes and patient care needs.
- Attends to own leadership development through the planning and attendance of meetings/forums and professional development as required

KRA2: Safe and Effective Care

Provide responsive, appropriate and effective nursing leadership and clinical care to ensure a safe and positive patient experience:

- Ensure that nurses and carers deliver quality of care for patients, clients, care recipients and their families.
- Ensure that nurses and carers understand their scope and practice within their scope of practice, and comply with all statutory, hospital and infection control regulations.
- Practice and promote a culture of Practice to Policy.
- Be familiar with TKDH safe practice guidelines, promote compliance and report any practice that contravenes the safe practice guidelines.
- In so far as is reasonably practicable, provides and maintains a working environment that is safe and without risks to staff and ensures that they understand their rights and responsibilities in relation to workplace health and safety.
- Participate in critical clinical reviews and assist the clinical team to identify and implement practice improvements that are evidenced based.
- Facilitates staff to understand and embed quality and risk management into their daily practice.
- Understands own leadership and knowledge limitations and seeks timely guidance when appropriate.
- Participates in up skilling and maintaining skill sets as identified in annual performance review
- Participates in quality initiatives, accreditation preparation, service audits and other quality initiatives as required.

KRA3: Human Resource Management

Demonstrates application of knowledge to support quality health care, a competent workforce and a satisfying and safe work environment for all employees

- Where practicable, observe nursing practice in relation to best practice and recommend change/improvements as required.
- Supports management in developing professional development plans for the clinical cohort via the performance appraisal process.
- Promote an organizational culture of continuous improvement and learning that also facilitates open reporting, discussion and treatment of quality, risk and safety issues
- Demonstrate an ability to resolve conflict appropriately and in a timely manner.
- Promote and maintain an environment of teamwork and professionalism
- Mentor and identify staff who demonstrates potential clinical leadership skills for ongoing succession planning.
- Build rapport and communicate effectively with multi-disciplinary teams across all areas of the hospital.

KRA4: Business Management

Contribute to the delivery of the Operational Plan requirements of the hospital and residential facilities through efficient and effective utilisation of time, resources and equipment

- Oversee and manage teaching resources to ensure they are effectively utilised.
- Understand the processes and restrictions relating to the ordering and purchase of equipment and consumables as regulated by the TKDH instrument of delegation and according to relevant funding bodies.
- Participate in service reviews and service model improvements to ensure that the service is providing an efficient, cost effect and sustainable service
- Support and promote the effective use of all TKDH resources (clinical and non-clinical) in order to support budgetary goals.
- Identifies inefficient or cost laden practices and reports accordingly.
- Ensure the appropriate use of equipment to avoid loss and damage. Reports and manages equipment breakages as per unit policy.

KRA5: Learning Organisation

Participate in research and professional development opportunities to promote a culture of learning

- Promote and support a learning culture within the department.
- Ensure that all mandatory assessments across the service are on target.
- Participate in the annual skill gap analysis of the clinical care team and formulate an annual continuing professional development plan to address the gaps identified
- Participate in the annual review and update of the services orientation program
- Consolidate and enhance evidence based best practice in response to quality improvement requirements and ensure it is reflected in the units policy, protocols and guidelines
- Participate in the review of one's own professional development annually, identifying key areas for professional and personal growth and develop an annual continuing professional development plan
- Maintain compliance (and evidence) with the AHPRA CPD standard as per AHPRA CPD guideline
- Present at least one in service education program annually
- Attend at least two external (and relevant) professional development events annually.

KRA6: Working in Partnership

Build and promote relationships that respect our diverse community and colleagues and enhance the patient, client, care recipient and resident experience:

- Support and promote the ideals of consumer input and encourage practices that are person-centred that actively engage consumers to participate in care delivery.
- Support and promote practices that actively engage the patients, their families and care givers in participating in their health care
- Facilitate effective communication with all levels of staff.
- Participate in organisational development forums, workshops and committees.
- Direct and respond to consumer and community feedback/complaints/dissatisfaction in accordance with hospital policy
- Work collaboratively with internal and external service providers, partners, stakeholders, staff and consumers to achieve service innovations and continuously improve practices.

KEY PERFORMANCE INDICATORS FOR THIS POSITION

- To meet the minimum requirements of the position as stated in this Position Profile and as expressly agreed with your Manager.
- To meet the objectives as agreed in your Performance Review Plan according to the KRA's above.
- Meet the objectives in your Continuing Professional Development Plan
- Completion of all prescribed annual competencies no later than May 30 each year.
- Ensure all district services are in accordance with the National Safety and Quality Health Service Standards (organisation wide) and relevant guidelines and standards.

GENERAL RESPONSIBILITIES FOR ALL POSITIONS

Human Resources

- Employees must comply with and demonstrate the Organizational Values.
- All employees of TKDH are required to participate in an annual Performance Review and Planning process, ensuring all documentation is provided for the personnel file.
- All employees will undertake a departmental orientation induction program and complete training requirements relevant to the position, including all mandatory training requirements
- On an annual basis complete mandatory training requirements
- TKDH adopts and applies the Victorian State Government Code of Conduct. Each employee has the right to a work environment free from any form of workplace harassment and bullying.

Administration

- Be conversant with TKDH policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

Occupational Health and Safety

- Each employee has the right to a safe working environment and should advise their Manager of any risk or condition likely to result in accident or injury.
- Ensure that work practices are carried out in such a manner that minimises risks to patients/clients/care recipients/residents, other staff members and visitors
- Are confidently able to complete a VHIMS incident report and report safety issues immediately to their manager/Coordinator and/or Safety Representative
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities
- TKDH is a totally smoke free work place.

Quality and Safety

- Demonstrate a commitment to the delivery of quality services
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role
- Ensure all TKDH activities are in accordance with the National Safety and Quality Health Service Standards (organisation wide)
- To actively participate in the review and continuous improvement of the quality and safety of clinical care including contribution to external accreditation processes
- To identify and make recommendations for opportunities to improve processes, quality and safe service delivery outcomes on clinical services provided as appropriate
- Be able to identify risks and follow TKDH Risk Management Policy and Procedure
- Have processes to monitor and evaluate the performance of the services provided by the work area

Authority and Conditions

- All employees of TKDH must sign a Confidentiality Statement. This is to ensure that employees shall not at any time during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of TKDH are required to recognise consumer rights and operate within the Charter of Human Rights
- Operate in accordance with the Delegation of Authority Framework.
- **OTHER RELEVANT INFORMATION**
- Appointment is subject to a six month **qualifying period from the date** of commencement
- Appointment is subject to satisfactory clearance of a current Police and Working with Children Check
- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- Management may alter this Position Profile if and when the need arises. Any such changes will be made in consultation with the affected employee(s)
- A Performance Review will occur six (6) months from commencement, then annually taking account of the key roles and responsibilities outlined in this position description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead

I have read, understand and agree to comply with the duties and responsibilities of this Position Profile.

I accept the above Terms of Employment.

Employee Name:

Signature: **Date:**

Authorised:

Name: **Title:** Director of Clinical and Aged Care Services

Signature: **Date:**